

May 18, 1970

Professor David J. Sharpe
National Law Center

Dear David:

Many thanks for your memorandum of May 5 in which you included the table of votes necessary to suspend the agenda rule of the Senate. I am asking Secretary Houser to incorporate this table in his notebook of proceedings in order that we may have it for ready reference when needed.

With every good wish,

Sincerely,

Lloyd H. Elliott

P.S. As a Professor of Law, I can see that you are also quite a mathematician!

cc: Mr. Houser

THE GEORGE WASHINGTON UNIVERSITY

INTERDEPARTMENTAL MEMORANDUM

May 5, 1970

*ack
- Secy will try to
respond*

From: Prof. David J. Sharpe, National Law Center *DJS*

To: The President
The Parliamentarian of the Senate

Subj: Table of votes to suspend the agenda rule of the Senate

I worked up this table in checking on the practicability of the amendment to the Faculty Organization Plan that will make it a little easier for the Senate to suspend its agenda rule. Having it at hand may make it a little easier to rule on votes as they arise.

Number of Senate voting members: 26 [FOP III(a)(3)]

The vote to suspend the rules [FOP III(4)(c)] must be either by

(a) A majority of the faculty members of the Senate,
(26 ÷ 2) ÷ 1 = 14, or

(b) Two-thirds of the faculty members present and voting,
whichever is greater.

<u>Present and Voting</u>	<u>Two-Thirds*</u>	<u>Minimum Vote Required</u>
14	10	(a) 14 to 0
15	10	(a) 14 to 1
16	11	(a) 14 to 2
17	12	(a) 14 to 3
18	12	(a) 14 to 4
19	13	(a) 14 to 5
20	14	(a) or (b) 14 to 6
21	14	(a) or (b) 14 to 7
22	15	(b) 15 to 7
23	16	(b) 16 to 7
24	16	(b) 16 to 8
25	17	(b) 17 to 8
26	18	(b) 18 to 8

* All fractions are rounded up to the next whole number.

RESOLUTIONS 1968/69 SESSION

	Date of Meeting	Title of Resolution	Disposition		Remarks and Committee Referral
			Passed	Rejected	
69/1	5/9/69	To accept the recommendation of the Senate Committee on Athletics Pertaining to the NCAA Rules on Institutional Aid	passed 5/9/69		Athletics Committee
69/2	5/9/69 (Special Mtg)	To Enable the Creation of a Student Court to Hear Breaches of the University Peace	passed 5/9/69		
69/3		Attached to Annual Report of Com. on University Objectives A Resolution Referring University Objectives With Particular Respect to Sponsored Research and Community Service			TO be placed on Agenda of October Meeting
69/4	10/10/69	On Public Ceremonies	Passed 10/10/69		
69/5	11/14/69	To Encourage School and Departmental Curriculum Studies	Referred		as amended Referred to the Committee on Educational Policy for further study, the comm. to report back to the Senate by the end of the Fall Semester.

RESOLUTIONS 1968/69 SESSION

	Date of Meeting	Title of Resolution	Disposition		Remarks and Committee Referral
			Passed	Rejected	
69/1	5/3/9/69	To accept the recommendation of the Senate Committee on Athletics pertaining to the NCAA Rule on Institutional Aid	passed 5/9/69		Athletics Committee
69/2	5/9/69 (Spec.Mtg.)	To enable the creation of a student court to hear breaches of the University peace	5/9/69 passed		
69/3		Attached to Annual Report of Committee on University Objectives, A Resolution defining University Objectives with particular respect to Sponsored Research and Community Service	continued to 1970-71		To be placed on agenda of October Meeting Continued to 1970-71 session by means of Annual Report 1969-70 of the Committee.
69/4	10/10/69	On Public Ceremonies	passed 10/10/69		
69/5	11/14/69	To Encourage School and Departmental Curriculum Studies	Substitute 69/8	--	Referred as amended to the Committee on Educational Policy for further study, the Committee to report back to the Senate by the end of the Fall Semester.
69/6	12/12/69	To establish a permanent joint committee of the University Senate and the Student Assembly	passed 2/13/70 Passed as amended 12/12/69		Committee could not support 69/5 and reported out 69/8 as a substitute.
69/7	2/13/70	A Resolution concerning Smoking in the Classroom	Passed 2/13/70	--	--
69/8	2/13/70	A Resolution concerning Rationales for Academic Programs, Curriculum Requirements and Supporting Activities	Passed 2/13/70		
69/9	2/13/70	A Resolution to Approve the Joint Statement on Student Rights and Responsibilities	Passed (amended statement) 2/27/70		

RESOLUTIONS 1968/69 SESSION

	Date of Meeting	Title of Resolution	Disposition			Remarks and Committee Referral
			Passed	Rejected		
69/10	2/13/70	A Resolution to Investigate Procedures of Registration and Ancillary Problems	Passed 2/13/70 and.....	--		They Affect the Faculty
69/11	3/13/70	A Resolution to Maintain Trustee Scholarships	Passed 4/10/70	--		Referred to Comm. on Adm. Matters as /
69/12	3/13/70	A Resolution concerning Procedures for making Decisions Affecting Faculty Status	3/13/70 Passed as Amended 3/13/70	--		3/13/70 - Referred to University Resources Committee for study and recommendations. 4/10/70 - Reported out and adopted.
69/13	4/10/70	A Resolution Concerning Tuition Benefits for Faculty Children	Passed as amended 4/10/70	--	--	
69/14	4/10/70	Resolution Concerning Annual Award for Contribution to Undergraduate Education	Tabled 4/10/70	--	--	
69/15	4/10/70	Resolution Concerning Submission of Semester Grades by a Specified Deadline	Tabled 4/10/70	--	--	
69/16	4/10/70	A Resolution to Affirm Intent to Proceed to Establish the Joint Committee of the University Senate and Student Assembly	Passed as amended 4/10/70	--	--	
69/17	4/10/70	A Resolution Concerning the Establishment of a University Environmental/Ecological Program	Passed 4/10/70	--	--	
69/18	4/10/70	A Resolution of Appreciation - John W. Brewer	Passed 4/10/70	--	--	
69/19	4/10/70	A Resolution of Appreciation - Robert E. Cronin	Passed	--	--	



Faculty Organization Plan

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, D. C.

***UNIVERSITY FACULTY ORGANIZATION PLAN**

I. Purpose

1. The object of this University Faculty Organization Plan is to enable the faculty of The George Washington University, in common effort and purpose with the President and the Board of Trustees, and in keeping with sound principles of general University organization, effectively to perform its functions and responsibilities with respect to educational policy and objectives of the University and related affairs in or concerning which the faculty has a legitimate concern or interest. The provisions of this Plan shall be interpreted and applied in accordance with the object of the Plan as so stated.

2. Toward this end and in respect of the particular purposes and functions herein provided, the University Faculty Organization shall consist of two bodies: (1) the University Faculty Assembly, which shall consist of academic personnel in full-time service and such administrative personnel as are provided for hereafter; and (2) the University Senate, which shall be a representative body acting for the University Faculty as a whole in legislative and advisory capacities. The powers, duties, and privileges of the Assembly and Senate shall be exercised in accordance with the charter of the University and subject to the authority of the Board of Trustees and shall relate to matters which are of concern to more than one college, school, or division, or to the University Faculty.

II. The University Faculty Assembly

SECTION 1. MEMBERSHIP

The University Faculty Assembly shall consist of the President of the University, the Dean of Faculties, the Administrator of the National Law Center, the Associate Dean of Faculties, the Director of Admissions, the Registrar, the Librarian, the Treasurer, faculty members in full-time service of the degree-granting colleges, schools, and divisions of the University, members of the Executive Faculty of the School of Medicine, and incumbents of administrative offices to whom the Board of Trustees has granted

*As amended prior to January 1, 1968.

or may grant faculty status and academic rank in or under the Code and Ordinances Governing the Academic Personnel of the University. Other members of the staff of instruction, and Professors and Associate Professors Emeriti, of the University may attend meetings of the Assembly, with the privilege of the floor, but without the right to vote.

SECTION 2. OFFICERS

The President shall be the Chairman of the Assembly, and the Dean of Faculties, the Vice-Chairman. The Registrar shall be the Secretary.

SECTION 3. MEETINGS

(a) The Assembly shall meet at least once during each semester of the academic year at a time and place designated by the President. Special meetings shall be held at the call of the President, acting on his own initiative or upon the request of the University Senate or the petition of ^{twenty}~~twenty~~ members of the Assembly.

(b) The agenda of a regular meeting shall be prepared by the President and shall include any matter requested by the Senate or its Executive Committee or on petition of fifteen members of the Assembly. Notices of meetings, regular or special, shall be sent out at least ten days prior thereto and shall include a statement of the agenda.

(c) A quorum for any meeting shall consist of 25 per cent of the membership of the Assembly.

(d) The Assembly shall act by affirmative vote of a majority of members present and voting, unless the action proposed is in adverse review of action taken by the Senate in which case the affirmative vote of two-thirds of members present, or one representing a majority of the membership of the Assembly, whichever is the lesser, shall be required.

(e) The bylaws and rules of procedure of the Assembly shall be subject to the provisions hereof and shall be prepared by the Executive Committee of the Senate, subject to confirmation and amendment by the Assembly.

SECTION 4. FUNCTIONS

The functions of the Assembly shall be to:

(1) Receive information from the President, and such members of the University administration as he may designate, of matters of general University interest or faculty concern;

(2) Receive reports from the Senate as to actions it has taken and the activities of its committees, and, to the extent then anticipated, its

proposed agenda and committee programs for the future. The Assembly shall have the power to direct the Senate to include in the agenda of the Senate or any of its committees, or to study and report back to the Assembly, or to take such other action as may be appropriate with respect to any matter of concern to the Assembly. The Assembly shall also have the power to review any action taken by the Senate and, subject always to the provisions of Sections 3(b) and (d) of this Article II, take such action on the basis thereof as the Assembly may deem appropriate;

(3) Act as a referendum body on questions referred to it for that purpose by the Senate.

III. The University Senate

SECTION 1. FUNCTIONS

The University Senate, on behalf of the University Faculty, shall, with respect to matters which are of concern to more than one college, school, or division, or to the University Faculty:

(1) Formulate policy and make such other determinations and exercise supervision with respect to such programs or other matters as the President or the Board of Trustees may designate;

(2) Provide the President and the Board of Trustees with advice and counsel on such matters as they may request;

(3) At the direction of the Assembly—or may, at the request of the faculty of any college, school, or division or of individual faculty members, or on its own initiative—consider any matters of concern or interest to more than one college, school, or division or to the University Faculty, and make its recommendations or otherwise express its opinion with respect thereto, to the Assembly, the President, or through the President to the Board of Trustees;

(4) Be the University Faculty agency to which the President initially presents information and which he consults concerning proposed changes in existing policies or promulgation of new policies.

SECTION 2. ORGANIZATION

(a) Membership

(1) The Senate shall consist of 25 elected members and 12 members ex officio.

(2) The elected membership shall consist of nine members elected by and from the faculty of Columbian College of Arts and Sciences; three members each elected by and from the faculties of the schools of Education, Engineering and Applied Science, Law, and Medicine; two members elected

by and from the faculty of the School of Government and Business Administration; one member elected by and from the faculty of the School of Public and International Affairs; and one member elected by and from the members of the Graduate School of Arts and Sciences.

(3) The ex officio membership of the Senate shall consist of the President, the Dean of Faculties, the Registrar, and nine other administrative officers of the University. These nine administrative officers shall be appointed by the President and shall serve until successors have been appointed, but not less than one semester, unless their service is terminated by separation from the University.

(4) All members elected to the Senate shall be members of the University Faculty in full-time service, hold the rank of Associate Professor or above, and have tenure as of the academic year next succeeding the date of their election. Vice presidents, assistant vice presidents, deans, vice deans, associate deans and assistant deans, and other faculty members whose duties are primarily administrative in nature shall be ineligible for election. Questions of eligibility for election to the Senate shall be determined by the Senate.

(5) The ex officio members, while without the right to vote, shall have the privilege of the floor: *Provided*, That the presiding officer may vote to break a tie.

(b) Officers

The President, or in his absence, the Dean of Faculties or the Chairman of the Executive Committee, in that order, shall be the presiding officer. The Registrar shall be the Secretary.

(c) Terms of Office

The term of office for elected members of the Senate shall be two years beginning on May 1 of the year in which they are elected. The terms shall be so adjusted as to require the election of approximately one-half of such members each year.

SECTION 3. ELECTION OF FACULTY MEMBERS

The election of members of the Senate shall be held subject to the following requirements but otherwise pursuant to procedures determined by the Faculty members eligible to vote in the school or group involved:

(1) The nominating procedure shall permit nominations from the floor or by petition in addition to any other method adopted by the faculty of the school or group involved, and shall, unless otherwise determined at or prior to the election meeting by a two-thirds vote of such faculty require at least two nominees for each Senate seat to be filled.

(2) Voting shall be by secret ballot.

(3) Only members of the faculty in full-time service shall be eligible to vote, except that, in the case of the School of Medicine, *all* members of the Executive Faculty shall be eligible to vote for Senate members.

(4) The elections shall be held at meetings called by the deans of the respective schools prior to April 15 of each year. A quorum shall be 51 per cent of the faculty members in residence in the school or group involved who are eligible to vote. Election shall be by majority of those voting.

(5) In the event that a vacancy occurs in the Senate membership or a member is on leave of absence or otherwise unable to participate for any period, the faculty of the school or group involved shall be entitled to elect another representative for the remainder of the term or pro tempore for the period of absence involved.

SECTION 4. MEETINGS

(a) Regular meetings of the Senate shall be held at stated intervals as determined by it but no less often than twice during each semester of the academic year. Special meetings may be called by the President, acting on his own initiative, or upon the request of the Executive Committee or the Assembly or the petition of 25 per cent of the elected members of the Senate.

(b) A quorum shall consist of 50 per cent of the elected members of the Senate. All power of the Senate shall be exercised by the affirmative vote of a majority of elected members present and voting.

(c) The agenda for any meeting shall be made available in writing by the Secretary of the Senate to all members of the Senate, elected and ex officio, at least 7 days prior to the meeting in the case of regular meetings, and with the call, in the case of special meetings, and shall be made available for inspection by all members of the Assembly. If, at any regular meeting, any item of business is deemed sufficiently urgent by a vote of three-fourths of the elected members of the Senate, or the unanimous vote of such members present, whichever is the lesser, action may be taken with regard thereto by the Senate at such meeting without its previous inclusion in the agenda.

(d) A summary of the minutes of each meeting shall be furnished by the Secretary of the Senate to all members of the Assembly and such administrative officers as the President shall designate. A copy of the full minutes shall be made available by the Secretary for inspection by any such member or officer.

(e) Except as otherwise provided herein, or required by the Assembly, the Senate may adopt such bylaws and other rules concerning its government and procedures as it considers appropriate.

SECTION 5. COMMITTEES

(a) General

There shall be four kinds of Senate committees: (1) an Executive Committee, (2) standing committees, (3) special committees, and (4) a Co-ordinating Committee. The Executive Committee, all standing committees, and the Co-ordinating Committee shall meet as directed by the University Senate, or as determined necessary by the committees themselves or their chairmen, but not less than once a year; the meetings shall be conducted according to orderly procedure, records of deliberations shall be kept, and reports shall be made to the University Senate as often as required, but at least once annually. Copies of all formal reports shall be filed with the Registrar of the University and shall be available for inspection by members of the Assembly and the administrative staff of the University. Members of the Executive Committee and standing committees shall be elected for a term not exceeding one year. No member of the Executive Committee shall immediately succeed himself more than twice. The Senate shall establish such procedures for temporary replacement of members of the Executive Committee as shall seem necessary to assure that the Executive Committee would not be prevented from acting effectively in emergencies because of inability to assemble a quorum of its membership.

(b) The Executive Committee

The Executive Committee shall consist of 5 elected faculty members of the Senate and the President, ex officio. Any elected faculty member of the Senate shall be eligible to be elected Chairman of the Executive Committee. The Chairman shall be elected by the Senate. The Senate shall also elect the other four elective members of the Executive Committee subject to the restriction that no two of them shall have been elected to the Senate by the same school or faculty group. The Committee shall:

(1) Arrange the agenda for Senate meetings, and shall serve as the channel through which any member of the Assembly may introduce matters for the consideration of the Senate. It shall include in the agenda for any meeting any matters requested by the President or by 20 per cent of the members of the Senate;

(2) Serve as the committee on committees for the Senate and in that capacity nominate the members and chairmen of the standing and special committees and the nominating committee for the members and Chairman of the Executive Committee. Individual elected members of the Senate shall have the right to make additional nominations, by petition to the Executive Committee or nominating committee prior to the election meeting, or from the floor at such meeting. In the event of any question or

dispute as to the jurisdiction of any standing or special committee, the matter shall be referred to the Executive Committee for resolution;

(3) Assist in carrying into effect the actions of the Assembly and the Senate, and make regular progress reports with respect thereto to the Senate;

(4) Prepare and submit progress reports and reports on the work of the Senate, and on any other matter directed by the Senate; to the President and to the Assembly. At the end of each academic year, a report covering the entire year shall be prepared and distributed to all members of the Assembly;

(5) Receive reports prepared by or in any college, school, or division of the University which may be of concern or interest to any other college, school, or division, or the faculty generally, and arrange for distribution of copies thereof to such other college, school, or division, or the faculty;

(6) Act on behalf of the Senate in emergencies on matters requiring immediate action when it is not feasible to call a special meeting of the Senate, such action to be reported to the Senate for confirmation at its next regular meeting.

(c) Standing and Special Committees

(1) Except as herein otherwise provided, the number, nature, and size of its standing and special committees shall be determined by the Senate. The chairman of every standing committee and at least one member of every special committee shall be an elected member of the Senate. Qualifications for voting committee members shall be determined by the Senate and set forth in its bylaws. The President may designate as ex officio nonvoting members of any committee any administrative officer or personnel within the area of activity of the committee, except that the Co-ordinating Committee shall be composed only of the chairmen of the Executive Committee and the standing committees of the University Senate.

(2) Any standing committee may, upon request, serve in an advisory capacity to University committees and administrative officers or personnel within the area of responsibility of the Senate committee and may invite any such University committee or representatives thereof or officer or person to participate in the deliberations of the Senate committee at such times as may be appropriate. Each such Senate committee shall be the agency to receive, on behalf of the Senate and Assembly, reports prepared by the parallel University committee. Any standing committee, as well as the Executive Committee, may upon request provide on behalf of the Senate advice and counsel to any committee of the Board of Trustees with respect to any matter within the area of responsibility of the Senate Committee.

(3) In addition to any other committees that the Senate may establish on its own initiative, or by direction of the Assembly, or by request of

the President, there shall be standing committees for the following areas: Educational Policy; Faculty Performance and Development; University Objectives; Administrative Matters as They Affect the Faculty; Research; Admissions and Advanced Standing; Library; Public Ceremonies and Assemblies; Scholarship; Athletics; Student Relationships; Appointment, Salary, and Promotion Policies; Physical Facilities; and Professional Ethics and Academic Freedom.

(d) Co-ordinating Committee

(1) The membership of the Co-ordinating Committee shall consist of the Chairman of the Executive Committee and the chairmen of all standing committees of the University Senate.

(2) The primary purpose of the Co-ordinating Committee shall be to promote efficient and effective operation of the University Senate and its committees, especially through exchange of information with respect to overlapping and interrelated committee problems.

(3) The Co-ordinating Committee shall elect its chairman and determine its rules of procedure.

IV. Amendments

1. Amendments to this University Faculty Organization Plan may be proposed to the Assembly by the President, by the Senate, through petition to the President as Chairman of the Assembly by 15 per cent of the faculty members of the Assembly, or by a faculty committee as herein-after provided. Voting on a proposed amendment by the Assembly may be at a regular or special meeting. For adoption of a proposed amendment by the Assembly a favorable vote of either two-thirds of those voting, or a majority of the voting members of the Assembly, whichever is the lesser, shall be required. Amendments so adopted shall be submitted to the Board of Trustees for its approval and shall become effective only when so approved.

2. After this University Faculty Organization Plan has been in effect for two years, it shall be subjected to automatic review and reappraisal by a faculty committee established specifically for that purpose. Such committee shall be composed of two representatives from the faculty (in full-time service and not officers of administration) of each school or faculty group then represented in the Senate. At least one such representative from each school or group shall not then be a member of the Senate. The committee shall prepare a written report for distribution to every member of the Assembly, and shall have the authority and responsibility through such report to propose amendments to the Faculty Organization Plan. Such

proposals (if and to the extent approved by the Assembly) shall be submitted to the President for transmission to the Board of Trustees for its approval and shall become effective only when so approved.

3. The procedure described in the preceding paragraph for automatic review and reappraisal of the Faculty Organization and for making and implementing recommendations for changes in it shall be repeated every four years. Elections of members of the second Faculty Organization Review Committee shall be held in the fall semester of the academic year 1968-1969 and elections of succeeding committees shall be held in the fall semesters of each successive fourth year. The Chairman of the University Senate's Executive Committee shall have the responsibility of seeing that elections are held as prescribed and of convening the initial meeting of the Review Committee.

V. Effective Date

1. Upon the adoption of this University Faculty Organization Plan with such changes as may be considered appropriate by the University Faculty at a meeting thereof and its approval by the Board of Trustees, the President shall direct that each school or faculty group involved proceed to elect its representatives to the Senate.

2. Initially, in order to provide for a rotation system, the respective faculties of the schools of Medicine, Law, Engineering, Education, and Government shall elect one, and the faculties collectively of the Columbian and Junior Colleges group shall elect four, of its representatives for a one-year term, and one (four in the case of the Columbian and Junior Colleges group) for a two-year term. In the case of the representatives from The Graduate Council and The School of Pharmacy, and one of the representatives of the Schools of Medicine, Law, Engineering, and Education, and the Columbian and Junior Colleges group, the term shall be left undetermined until the organization meeting of the Senate, at which time four of such representatives shall be selected, by lot, to serve for a one-year term and the other three for a two-year term. The manner of determining into which classification each of its representatives shall fall shall be for the faculty of the school or group involved and may be by lot.

3. As soon as elections of all the Senate members have been reported to the President, he shall appoint from among those elected, five (but no more than one from any one school or group) as the Temporary Organization Committee for the Senate. Such committee shall immediately proceed to prepare a report which shall include: (1) The temporary bylaws or rules of procedure for the Senate, (2) the proposed agenda for the first meeting, and (3) nominations for the Executive Committee and the Chair-

man thereof. Upon completion of the preparation of this report, and its distribution to members of the Senate, the President shall convoke the Senate, which shall then organize for the conduct of its business.

In unamended portions of the preceding document, titles of certain university officials and names of certain university divisions appear which are now outmoded. The titles Dean of Faculties, Associate Dean of Faculties, Administrator of the National Law Center, and Librarian no longer exist in the University. The Vice President for Academic Affairs has assumed the duties formerly performed by the Dean of Faculties, and the Assistant Vice President for Academic Affairs has assumed the duties formerly performed by the Associate Dean of Faculties. The Librarian's title has been changed to that of Director of Libraries. The position of Administrator of the National Law Center has been abolished, and the duties formerly performed by that officer are now the responsibility of the Dean of the National Law Center. The Graduate Council of the University went out of existence in 1967, and its programs are now conducted by the Graduate School of Arts and Sciences. The University's Junior College ceased to exist in 1962; its programs are now conducted by the Lower Division of Columbian College of Arts and Sciences. The School of Pharmacy was abolished in 1964. The School of Government was renamed the School of Government, Business, and International Affairs in 1961, and in 1966 was divided into two schools, the School of Government and Business Administration and the School of Public and International Affairs.

APPENDIX I

*Rules of Procedure for Faculty Assembly Meetings

1. NOTICE OF MEETING. Notice of a meeting of the Assembly shall consist of the time and place of the meeting, the type of meeting, whether regular or special, the means by which the meeting has been called, and the Agenda prepared by the President; and the Secretary shall put the Notice in the University mails at least ten days (not including the meeting day) prior to the meeting day.
2. PRESIDING OFFICER. The President shall be Chairman of the Assembly and its presiding officer. In the absence of the President, the Vice President for Academic Affairs shall preside, and in his absence, the Chairman of the University Senate Executive Committee.

*Adopted by the Faculty Assembly September 13, 1966.

3. ORDER OF BUSINESS. The ordering of business on the Agenda shall be done by the President, and matters may be taken up out of the announced order at the Chairman's discretion. A matter for debate which does not appear in the Agenda may be taken up only by a majority vote which suspends the Rules of Procedure for that matter.
4. MEETINGS. Attendance at meetings of the Assembly shall be confined to members, except as individuals are invited by the President to attend, and subject to the Assembly's right to declare the meeting closed to non-members by a majority vote.
5. DEBATE. Debate and amendments (including substitute motions) must be germane to the question being debated. In order to raise the issue of germaneness, a member may interrupt debate to call for a ruling by the Chairman, or the Chairman may raise the issue himself; and the Chairman's ruling on germaneness may be overturned only by a majority vote.
6. RULES OF ORDER. Except as otherwise specified in these Rules of Procedure, the Assembly shall govern itself according to *Robert's Rules of Order*. The Parliamentarian of the Senate shall advise the Chairman on points of order.
7. VOTING. The first vote on a question shall normally be by voice, and the Chairman shall announce the result. If the Chairman or three members call for a division of the Assembly, the Chairman shall appoint tellers and shall call for a show of hands, announcing the number of affirmative and negative votes. No secret ballot shall be taken except by notice in the Agenda.
8. ADOPTION AND AMENDMENT. The Rules of Procedure, having been prepared by the Executive Committee of the Senate according to Section II-3(e) of the Faculty Organization Plan, may be adopted by the Assembly by majority vote. The Rules may thereafter be amended as an ordinary matter of business after appearing on the Agenda and being adopted by majority vote.

APPENDIX II

*Provisional Bylaws of the University Senate

Be it Resolved by the University Senate of The George Washington University:

SECTION 1. MEETINGS AND SESSIONS

(a) A "regular meeting" of the Senate shall be held on the second Friday of October, November, December, January, February, March, April,

* Established by Resolution Number 65-3, November 12, 1965.

and May. The Executive Committee may change the date of a regular meeting in unusual circumstances. The President may call a "special meeting" upon the request of the Executive Committee or upon the petition of 25 per cent of the elected members of the Senate.

(b) Meetings of the Senate shall be open for attendance and observation to all members of the Faculty Assembly, except that by a majority vote the Senate may declare an "executive session" which only elected and ex officio members may attend.

(c) The business year of the Senate shall be called a "session" and each session shall commence with the call to order of the regular meeting in May.

SECTION 2. ORDER OF BUSINESS AND AGENDA

(a) The order of business for regular meetings of the Senate shall be as follows:

- (1) Call to order
- (2) Approval of the minutes of the previous meeting
- (3) Special business; for example, matters postponed to this meeting
- (4) Resolutions reported out of Committees, with reports if any
- (5) Introduction of Resolutions
- (6) General business; for example, announcements, nominations, elections, appointments, and Committee reports unaccompanied by Resolutions
- (7) Adjournment.

(b) The Executive Committee shall include in the Agenda for any meeting any matters requested by the President or by 20 per cent of the members of the Senate. Arrangement of the Senate's business upon the Agenda within the above categories shall be the duty of the Executive Committee. Matters on the Agenda may be taken up out of order by a majority vote. Matters not on the Agenda may be taken up only by a suspension of the rules of order.

(c) The Agenda for a regular meeting shall be available to members in writing in the office of the Secretary, and a copy of the Agenda addressed to each member shall be put in the University Mails, on the seventh day before the meeting day.

(d) The Agenda for a regular meeting shall be accompanied by copies of reported Resolutions scheduled for debate, including those which originate in Committees and have not theretofore been introduced, and copies of Committee Reports submitted with Resolutions.

(e) The Agenda for a special meeting shall be prepared by the Executive Committee and may be incorporated in the call for the meeting. The minutes of a special meeting shall be approved at the next regular meeting. No Resolution not on the Agenda for the special meeting shall be considered by the Senate.

SECTION 3. RESOLUTIONS

(a) A "Resolution" shall consist of a statement which, if adopted by the Senate, will announce the policy of the Senate with regard to some matter within its competence.

(b) A Resolution shall consist of these parts: the Title, the Preamble (if any), the Resolving Clause, and the Text. The Title shall briefly describe the content and purpose of the Resolution, which should be confined to a single topic; the Title shall commence, "A Resolution to (or for) . . ." The Preamble, if any, shall describe the background of the Resolution. Following the Preamble, if any, and immediately preceding the Text shall appear this Resolving Clause: "Be it Resolved by the University Senate of The George Washington University." The Text may set forth more than one policy, each policy being stated in a separate numbered section.

(c) In order to "introduce" a Resolution, a member shall read its Title and move its adoption, another member shall second the motion, and the first member shall present one copy to the presiding officer and one copy to the Secretary. The presiding officer shall then read the Resolution aloud and refer it to the Chairman of the Executive Committee for assignment to an appropriate Committee. Resolutions shall be numbered by the Secretary consecutively in the order of their introduction or reported as original Resolutions from Committees; for example, "Resolution No. 66-5"; and Resolutions may be referred to by number in the Minutes, in Reports, and in debate.

(d) The presiding officer shall declare a Resolution "adopted" by the Senate upon passage of its Resolving Clause and Text by a majority vote.

SECTION 4. COMMITTEE ACTION ON RESOLUTIONS

(a) A Resolution introduced at a meeting shall be assigned by the Chairman of the Executive Committee to an appropriate Standing Committee or to the Special Committee created by motion for the purpose. Resolutions may also be originated by Committees without prior introduction in a Senate meeting, and such Resolutions need only be reported by the Committee to become the business of the Senate. A Resolution assigned to a Standing Committee which is neither reported during the session nor attached to a Standing Committee's Annual Report shall be

listed by the Executive Committee's Annual Report as "defeated in Committee," and the Resolution must be reintroduced or originated in a Committee in order to be taken up in a subsequent session. Resolutions assigned to Special Committees shall survive from session to session without Committee action.

(b) A Resolution shall be "reported" to the Senate for its action when the Committee's chairman presents a copy of the Resolution to the Chairman of the Executive Committee for inclusion on the Agenda. A Special Report of the Committee may accompany the Resolution.

SECTION 5. COMMITTEE REPORTS

(a) Committee Reports shall be of three kinds: Annual Reports, Final Reports, and Special Reports.

(1) Each Standing Committee and the Executive Committee shall submit an "Annual Report" of activities during the session. Resolutions attached to an Annual Report shall be the business of the Committee in the next session, and with the consent of the Committee's Chairman, the Resolutions may be put upon the Agenda of any meeting in the next session.

(2) Each Special Committee shall submit a "Final Report" to the Senate at the conclusion of its activities and shall, with submission of the Final Report, move to be discharged.

(3) A "Special Report" may be submitted by any Committee at any time, either in support of its reporting a Resolution, or by way of information to the Senate on the Committee's activities.

(b) A Committee Report must be adopted by a majority of the Committee and shall be submitted over the name of the Chairman, whether he concurs in the Report or not. The Chairman and members of the Committee may submit their separate views for attachment to the Committee Report over their separate names. A Committee Report shall be "submitted" when it is delivered in writing to the Chairman of the Executive Committee. Each Committee Report more than three double spaced typewritten pages in length shall commence with a "Summary" not more than one such page in length for distribution to the Faculty Assembly.

(c) The submitted Committee Report shall be circulated to the members of the Senate and shall be included in the minutes at the next appropriate meeting, but it shall not be read aloud unless requested by a majority vote. No Senate action regarding a Committee Report as such shall be in order, whether to receive, adopt, or accept it. The appropriate manner of securing debate and adoption of a Committee's proposals shall be to frame them as Resolutions.

SECTION 6. VOTING

(a) Elected members of the Senate shall be the voting members, except as provided below to break a tie vote.

(b) A "majority vote" shall be one vote more than one-half of the elected members present and voting, and a "quorum" shall consist of one-half of the elected members; and if "one-half" equals a fraction, the number required for a majority vote or a quorum shall be the next higher whole number.

(c) Voting shall ordinarily be by voice, with the presiding officer calling for the Ayes and Nays and declaring the result; except that any member, elected or ex officio, may call for a division of the Senate.

(d) Voting in a division of the Senate shall ordinarily be by show of hands, with the presiding officer appointing non-voting tellers and announcing the Ayes and Nays. In a division of the Senate the presiding officer may, when he announces a tie vote, vote orally to break the tie vote.

(e) Upon the call of six elected members a roll call vote shall be taken. The Secretary shall call the roll alphabetically, recording beside each name "Aye," "Nay," "Not Voting," or "Absent," and the presiding officer shall vote last and only if he wishes to break a tie vote between the Ayes and the Nays. The presiding officer shall announce all the results of a roll call vote.

(f) By a majority vote a secret ballot may be taken. The Secretary as teller shall record the Ayes and the Nays and inform the presiding officer, who shall announce them; and if there is a tie vote between the Ayes and the Nays, the presiding officer, if an ex officio member, may vote orally to break the tie.

SECTION 7. DEBATE

(a) The entry of a Resolution upon the Agenda as reported by a Committee puts that business before the Senate for debate, and no second or other motion is required. A spokesman for the position of the Committee, ordinarily the Chairman, shall have the privilege of opening and closing debate on the merits.

(b) Debate and amendments must be germane to the Resolution or other motions, and rulings of the presiding officer upon calls for order of the question of germaneness shall be appealable to a majority vote.

(c) Upon request of an elected member, and upon a majority vote if demanded by any member, the privileges of the floor for a germane statement not to exceed ten minutes in length may be extended to any person.

SECTION 8. RULES OF ORDER AND PARLIAMENTARIAN

(a) Except as specifically provided to the contrary in the Bylaws, the Senate shall govern itself according to *Robert's Rules of Order*.

(b) A Parliamentarian shall be appointed at the first regular meeting of each session by the President with the advice and consent of the Senate. The Parliamentarian shall not be a member of the Senate. He shall advise on parliamentary procedure for meetings and shall assist in the drafting of Resolutions.

(c) Rulings announced by the presiding officer shall govern the Senate unless appealed and overruled by a majority vote. It shall be the duty of the Parliamentarian to frame issues of procedure as proposed amendments to the Bylaws.

SECTION 9. SUSPENSION OF THE RULES OF ORDER

(a) If at a regular meeting a Resolution is put in the hands of all the members in writing, one copy to each member, it may be taken up under a suspension of the rules of order if three-fourths of the elected members so vote, or upon the unanimous vote of any lesser number of elected members present.

(b) Any matter within the competence of the Senate may be considered at a special meeting provided the Agenda rules for special meetings are complied with, but the rules of order shall not be suspended at a special meeting.

SECTION 10. AMENDMENTS

Amendments to the Bylaws may be introduced and referred to the Executive Committee, or they may be originated within the Executive Committee at the suggestion of the Parliamentarian, and they shall be treated as nearly as may be as Resolutions. Enactment shall be by a majority vote. Amendments shall not be considered under a suspension of the rules of order.

